

TITLE, SERIES, GRADE: Program Manager
GS-340-15

SALARY RANGE: GS-15: \$115,317 - \$149,000 per annum

PROMOTION POTENTIAL (IF ANY) TO: None

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-JC-DEU-022

AREA OF CONSIDERATION: All Interested Candidates and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 02/20/08

CLOSING DATE: 03/12/08

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Administration, Training Center, Washington, DC

NUMBER OF VACANCIES: One Position

Join the leadership of the Criminal Division as you assume responsibility for the professional development and training of a workforce (attorney and non-attorney) of more than 700 people. The Division is committed to providing top-notch training, as well as professional development and leadership opportunities to its employees. The Criminal Division has responsibility for a wide variety of challenging work that touches on every area of criminal law. Indeed, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news, from fraud to computer crimes, violent crime, and more. For more information regarding the work of the Criminal Division, please visit our website at: www.usdoj.gov/criminal.

The Director is responsible for developing and maintaining an innovative and progressive training curriculum (using inside and outside resources) tied specifically to identified skill gaps; strategic priorities of the Division; and management and leadership competencies. The Director is also responsible for assisting Division Attorneys in satisfying their State Bar Continuing Legal Education requirements. The Director must also devise and implement strategies to ensure that the Division's busy staff avail themselves of the professional development opportunities provided. In formulating a comprehensive training curriculum, the Director should "think outside the box" and provide training in different forms (live courses, portable media, e-learning, etc.) to ensure maximum impact. The Director must regularly seek input from the Division employees on the content of the curriculum and should regularly and formally assess the program's effectiveness. The Director must work closely with the Division leadership to ensure that the curriculum advances the Division's priorities.

JOB SUMMARY

- Serves as a first-line supervisor to subordinate staff and performs all duties associated with a first-line supervisor.
- Plans, organizes, and carries out training programs to meet the needs of the Criminal

- Division attorneys, professional and clerical staff.
- Manages the development, use, and dissemination of the most advanced instructional products based on unique missions and projects in the field.
- Conceives, plans, and conducts analyses, evaluations or investigations in areas of critical importance to the Criminal Division, in the area of Training and Development.
- Manages educational research, evaluation and analysis activities.
- Serves as an expert consultant in the areas of training and development.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of education and training program principles, practices, techniques and procedures.
- 2) Ability to develop and implement education/training programs geared towards a legal environment.
- 3) Ability to analyze organizational and operational problems and develop solutions in the training area.
- 4) Ability to provide advice and guidance on business and program management issues.
- 5) Knowledge of program management principles, concepts and methods.
- 6) Ability to supervise.
- 7) Ability to communicate orally and in writing.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and additional documentation can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

NOTE:

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications mailed in government franked envelopes will not be accepted this includes sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This position is subject to a one-year supervisory/managerial probationary period, if one has not yet

been completed.

- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- If substituting education for specialized experience, transcripts must be submitted.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

TDD: 202-305-2918